

Using PDREP

Create a PQDR

Access PDREP at <http://www.nslcptsmh.navsea.navy.mil/pdrep/pdrep.htm>.



This System is for UNCLASSIFIED USE ONLY!

PDREP APPLICATIONS LOGIN AREA

USER ID : PASSWORD :

DoD WARNING

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

MESSAGES: Navy PQDR Attachments are unavailable pending review.

PDREP Application is unavailable during the following routine maintenance periods (EST):

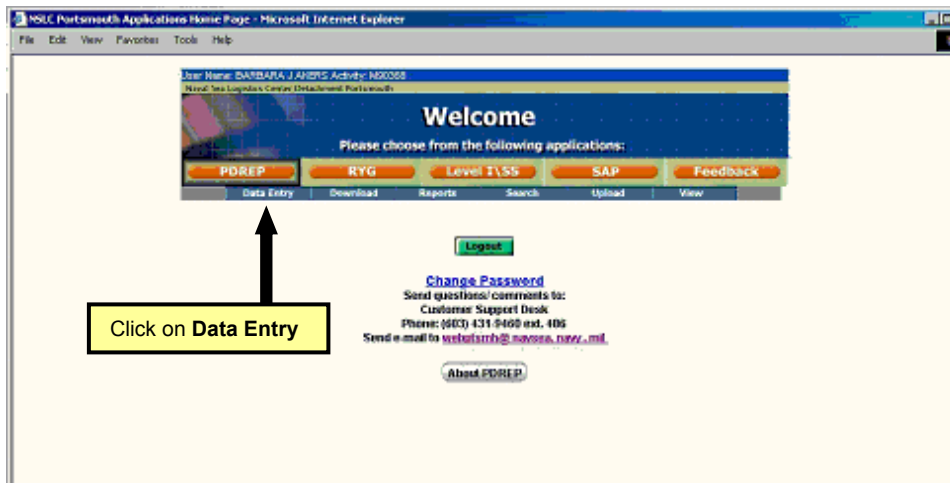
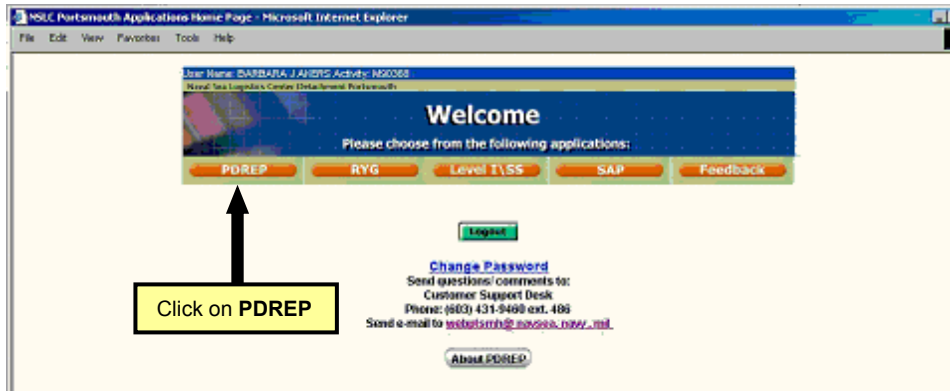
- Weekly Friday 11:00PM to Saturday 6:00AM
- Monthly Last Saturday between 7:30AM and 12:30PM;
- Thursday, Oct. 30 between 6:00AM and 6:30AM

Enter your PDREP User ID and Password

Click on Login

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PQDR
Product Quality Deficiency Report

This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPINOFORN).

PQDR HOME PAGE

Click Create New PQDR →

Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing/editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
Select RCN From Worklist	View all of the PQDRs that currently require attention for a given user and/or DoDAAC. You may select any PQDR from this list for viewing/editing.
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
Choose a Search Link	
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type/Model/Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN/Contract Search	Search PQDRs based on NSN related criteria.

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CREATE NEW PQDR

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(M) MANDATORY FIELDS

Please Enter required information to Create a new PQDR:
Last Used RCN by BARBARA J AKERS: **M90368-03-0002**
Last Used RCN by BARBARA J AKERS for Activity M90368: **M90368-03-0002**
Last Used RCN for M90368: **M90368-03-0002**

(M) DODAAC (M) 2 DIGIT YEAR (M) SERIAL NO. SEQUENCE NO.
M90368 - 03 - - -

The Category is defaulted to 2 (less severe). If it is severe, change category to 1.

(M) STATUS: (M) CATEGORY:

Enter the 9 digit NIIN Or MIR Number: (All related fields will be automatically updated)

NIIN:
-OR-
MIR: - (Reporting Activity + 8 Digit Serial Number)

This is the page on which you enter the **PQDR Report Control Number (RCN)** and set the **Category Code**

- 1) **DoDAAC** - defaults to the value you provided on the **PDREP User Access Form**
- 2) **Digit Year** - defaults to the current CY
- 3) **Serial No** - enter 4 numerical digits to complete the **RCN** (Report Control Number)
- 4) **Sequence No** - *leave blank*
- 5) **Status** - drop-down select box. Choose 'AI' for **Info Only** PQDRs, 'A9' for PQDRs submitted in response to a **Stock Screening Message**, and 'A' for all **others**
- 6) **Category** - drop-down select box. See the Joint Reg for proper categorization
- 7) Click **Create New PQDR** (button on page top)

Note: Entering the **NIIN** on this page is *optional*, as you will have the opportunity to enter the entire NSN on the **Originator Data Entry** pages.

Using PDREP

Create a PQDR

The screenshot shows the PQDR system interface. At the top, a warning states: "This system is **NOT** authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPINOFORN)." Below this, the "CURRENT PQDR LEVEL: ORIGINATOR" is displayed. The "ORIGINATOR DATA ENTRY" section shows "RCN: M90368-03-0002" and "NSN: 9C-4730-012633084" (Category: II Status: A).

Callout 1: A bracket points to the "Origination - Editable Fields" section, which includes links for "Blocks 1-10", "Blocks 11-20", and "Blocks 21-23". The callout text is: "1) Links to complete your PQDR".

Callout 2: An arrow points to the "Forward for Review" link under the "Correspondence" section. The callout text is: "2) Click **Forward for Review** to send to MMO for approval. If PQDR prepared by MMO, you probably will skip this step".

Callout 3: An arrow points to the "Forward to Screening Point" link under the "Release PQDR" section. The callout text is: "3) After completing Blocks 1 -23, click **Forward to Screening Point** to release the PQDR to the USMC PQDR Screening Point, MCLB Albany, DoDAAC **M90368**".

Left Sidebar:

- Choose Level:** Originator
- Quick Views:** View SF-368 (HTML), View SF-368 (PDF), View 1227 Form, View Exhibit Tag
- Attachments:** No attachments found. **Upload Files** (highlighted), View Uploaded Files
- Exhibit Tracking:** Exhibit Tracking
- User Info:** BARBARA J AKERS at M90368, Access: SYSCOM 13 ADMIN ACCESS, Click here to access your User Profile
- Technical Support:** For Help Desk contact: webpmsmh@navsea.navy.mil, Phone: DSN 684-1690 ext.486, COMM: (603) 431-9460 ext. 486

Callout 4 (Left): An arrow points to the "Upload Files" link. The callout text is: "Click **Upload Files** to attach any supporting documentation & pictures you may have. This action may be done at any time during the process".

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Forward to Screening Point:

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RCN: M90368-03-0002 NSN: 9C-4730-012633084

[Back](#) [Forward PQDR](#)

[Forward PQDR from Originating Point to Screening Point]

Choose Screening Point Activity
(Choose "OTHER DODAAC" if recipient is not a PDREP user)
M90368 - MARINE CORPS LOGISTICS BASE

Choose Screening Point E-mail Address
QDR SECTION MCLB ALBANY - mbrmatcompqdrs@logcom.usmc.mil

CC: [Look Up Email Address](#) [Add CC: To List](#)

Type Message: (This message will appear in the email that is sent but will not be saved in the database)

☐ Forward without sending E-mail ☐ Include Distribution List Primary

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5) Click Forward PQDR button

1) Select DoDAAC M90368 and QDR Section Albany e-mail address from drop-down select boxes

2) Optional - add 'Copy to' e-mail addressees
You must click Add cc: to List after entering each address

3) Optional - enter a message for the Screening Point

4) Distribution Lists may be created in your User Profile; access to User Profile is via the Originator Data Entry page

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CURRENT PQDR LEVEL: **ORIGINATOR** [Quick Links](#) [GO](#)

Choose Level
[Originator](#)

ORIGINATOR DATA ENTRY
RCN: M90368-03-0002 NSN: 9C-4730-012633084
(Category: II Status: A)

Origination - Editable Fields
You may enter Origination data using the SF-888 block order
[Blocks 1-10](#)
[Blocks 11-20](#)
[Blocks 21-23](#)

[View/Add Notes or Reference Briefs](#)
[Force PQDR Promotion](#)
[Add Additional Information](#)

Correspondence
Choose an option when you have completed entering in your data
[Assign Myself \(BAKER\) as Screening Point](#)
[Process as a Local Purchase PQDR](#)
[Forward for Review](#)

Release PQDR
[Forward to Screening Point](#)

Attachments
No attachments found.
[Upload Files](#)
[View Uploaded Files](#)

Exhibit Tracking
[Exhibit Tracking](#)

User Info
BARBARA J AKERS at M90368
Access: SYSCOM 13 ADMIN ACCESS
[Click here to access your User Profile](#)

Technical Support
For Help Desk contact:
webptsmh@navsea.navy.mil
Phone: DSN 684-1690 ext 486
COMM: (603) 431-9460 ext. 486

User Profile – you can build Distribution Lists and a Points of Contact address book here.

Verify your personal data under the **User Account** tab.